FSA

eZ-Audit
Use-Case Specification 18: Correspondence Log

Version 2.1

Revision History

Date	Version	Description	Author
July 17, 2002	1.0	Final version created for 7/17 Deliverable Submission.	Seth Sinclair
August 12, 2002	1.1	Revised version created for deliverable re-submission	Seth Sinclair
September 3, 2002	1.2	2.1, Step 2 – Moved "Add" functionality to the Correspondence Log page. Renamed "Organization" to "Recipient." Removed the "Case Team" column from the Correspondence Log table. Renamed "Modify" button to "Edit" button. 2.2.1 – Removed Cancel Confirmation page. 3.1 – Added Special Requirement to address automatic updates to the Correspondence Log.	Seth Sinclair
November 26, 2002	1.3	3.2 – Removed reference to "on-hold" for correspondence type "Requesting Additional Information" Added "Referral" as a correspondence type.	
April 23, 2002	2.0	Use case updates throughout to coincide with R1.0	Amy Rothman
January 22, 2004	2.1	Revised to address the incomplete letter report requirements in Release 2.0	Kevin Rowland

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Use-Case Specification 18: Correspondence Log

1. Correspondence Log

1.1 Brief Description

When an ED User sends or receives any type of correspondence between schools, auditors, or other groups, they need to track items such as what was sent/received, who received it, and when. The purpose of this Use Case is to address the User's ability to record these actions in a Correspondence Log.

2. Flow of Events

2.1 Basic Flow

1) Case Team User selects to enter the Correspondence Log

The ED User selects the "Correspondence Log" option from the left navigation bar after selecting a specific Institution Record. See Extension Point - Use Case 15 "Select Institution" for details on the process of selecting a specific Institution.

2) System presents the Correspondence Log Page

The system presents a page to the User with the following sections:

The first section of the page provides the institution's demographic information, including:
- OPE ID
- DUNS
- ACN
- Fiscal Year
- Institution Type
- Submission Type
- School Group data

The second section of the page provides the user the opportunity to add new correspondence entries to the log, including blank fields for:
- Correspondence type
- Correspondence date
- Recipient
- Correspondence Status
- Comments
- By

A third section, presented in tabular format provides a list of all entries currently in the correspondence log for the selected institution for the fiscal year presented. The following fields are displayed for each existing entry in the log:
- Correspondence type
- Correspondence date
- Recipient
- Correspondence Status
- Comments
- By

There is an option to "Modify" existing entries. There are blank fields available to add a new entry into the Correspondence Log, including:

- Correspondence type (dropdown, see Special Requirements for choices, required field)
- Correspondence date (data entry, date format, required field)
- Recipient (dropdown, see Special Requirements for choices, required field)
- Correspondence Status (dropdown, see Special Requirements for choices, required field)
- Comments (data entry, text box)

There is an "Add Entry" option and a "Reset" option.

3) Case Team User Selects to Add a New Entry

The Case Team User enters data in the blank fields and selects the "Add Entry" option.

4) System displays Correspondence Log Page with New Entry

The system re-displays the Correspondence Log page. The new entry is displayed at the top of the Existing Entry section with the values entered by the User. The "By" field is populated with the User's ID/Name.

2.2 Alternative Flows

2.2.1 Case team User Selects to Cancel adding a new entry

From Step 3 of the Basic Flow, the Case Team User selects to cancel adding a new entry to the correspondence log.

1) Case Team User Selects Reset

The Case Team User selects the Reset option.

2) System displays the Correspondence Log Page

The System displays the Correspondence Log page. The cancelled entry is not saved.

2.2.2 Case team User Selects to Modify an Existing Entry

From Step 2 of the Basic Flow, the Case Team User selects to modify an existing Correspondence Log entry.

1) Case Team User Selects Modify

The Case Team User selects the Modify option.

2) System Presents Entries for the User

The System displays the Correspondence Log with all entries previously entered by the Case Team User in updateable rows. Entries created by other Users are not displayed. There is a "Modify" option and a "Reset" option.

3) Case Team User Adds/Saves Changes

The Case Team User updates fields in the Correspondence Log and selects the Modify option.

4) System Displays Updated Log

The system re-displays the Correspondence Log page. The updated entries are displayed in the Existing Entry section.

3. Special Requirements

3.1 Automatic Updates

The Correspondence Log will support automatic entries based on date values entered on the PADL, FAD, and Financial Statements Determination pages. This includes Date Sent and Date Response Received Fields. Each time a user enters a value in these fields and selects to save on that page, a new entry will be created in the Correspondence Log reflecting the Correspondence Type (Based on the specific letter/determination the User enters the value for), Correspondence Date (the value entered by the User), Recipient (Based on which field the User enters a date in; Sent or Received), Status (Based on which field the User enters a date in; Sent or Received), and By (Based on User ID). If the User chooses to enter a new date and save after already entering/saving previously, a new entry will be created in the Log to reflect the new date.

3.2 "Correspondence Type" Choices

The following items are available in the Correspondence Type Dropdown List:

- Reminder
- Missing Submission
- Audit Issued Letter
- Corrected Submission
- Audit Engagement Letter
- Phone Call
- Requested Additional Information from School (Audit On-Hold)
- Transmittal and Closure
- Transmittal/Preliminary Audit Determination Letter
- Institutional Response
- Request Missing Close-Out Audit
- Solicit 3070 Documentation
- Approved 3070 Request
- Denied 3070 Request
- Appeal Resolution
- Request for Letter of Credit
- Zone Letter
- Letter of Credit
- Public Institution Certification Letter
- State Certification
- Other
- Concurrence
- Referral
- Assessing Liability for Close-Out Audit

3.3 "Recipient" Choices

The following items are available in the Recipient Dropdown List:

- Administrative Actions and Appeals
- Case Management and Oversight
- Institutional Monitoring Division (IRB Headquarters)
- Independent Public Accountant

- Institutional Review Branch
- Office of General Counsel
- Office of Hearing and Appeals
- Office of the Inspector General
- Performance Accountability and Improvement
- Pell Financial Operations
- School
- Secretary
- School Servicer

3.4 "Status" Choices

The following items are available in the Status Dropdown List:

- Generate Only – Not Sent
- Not Sent
- On-Hold
- Pending
- Phoned
- Received
- Reprint
- Resubmission
- Sent

3.5 Tracking when Incomplete Letter Report is Viewed

The system will record in the correspondence log when an "Incomplete Letter Report" is viewed by a School user. When an institution has made an incomplete submission of any type, the system will present them with an Incomplete Letter Report. When the user views this letter, the system will record when this occurrence happened in the correspondence log.

4. Preconditions

4.1 User Assigned ED Access Rights (must be internal user)

The Case Tem User's profile was created/saved as the Case Team Admin, Screener, ARS, FA, Assigner, or Approver Role in the User Management Area of eZ-Audit.

4.2 Institution Selected

The ED User has selected an institution from their "Assigned Queue" or through the Search function.

5. Postconditions

5.1 Correspondence Log Updated

The Correspondence Log is updated with any changes made by the User allowing the results to be viewed by other Users.

6. Extension Points

6.1 Use Case 15 "Select Institution"

Explains the Case Team User's ability to see their assigned queue and select an institution.

7. Requirements

GEN145 Correspondence Log fields include:
- OPEID
- Institution
- School Group
- Institution Type
- Case Team
- Submission Type
- Correspondence Type
- Correspondence Sent Date
- Organization
- FY End Date
- ACN
- [Correspondence] Status
- Comments

R20200 The system will record when an "Incomplete Letter Report" is viewed by a School User in the Correspondence Log.